

**Meeting Minutes**  
**February 25, 2003**  
**8:30 – 10 AM**  
**Canyon School Room 168**

**Members**

Bill Robertson (Chair), IM-2  
Dave Hobart, C-AAC  
Lonnie Theye (Vice-Chair), NMT-DO

**Student Representatives Organization**

Shauna Kackley, (Webmaster of SA) RRES-SA

**LANL Representatives**

Margaret Marshall, OEO  
Mindy Mendez, STB-EPO  
Barb Pacheco, HR-Staffing  
Pavlo Quintana, OMBUDS  
Carole Rutten, STB-EPO

**Membership News**

Deborah Smith of RRES-CE has resigned from SPAC. We appreciate her contribution and certainly wish her the best of luck.

**Subcommittee updates**

Using the collection of descriptions that Jerry had provided, Bill proposed that the descriptions be added to the Web site, which has been done. They are located on the "How to Get Involved" page at the following URL:  
<http://set.lanl.gov/spac/involvement.html>

**Student and Distinguished Mentor Awards**

Carole gave an overview of the timetable for putting these awards together, as the awards will be presented on August 7 at the banquet as part of the Student Symposium. Each subcommittee will prepare a call for the awards, which should go out on July 7 and be returned to SPAC by July 21.

**Student Liaisons Awards Proposed**

Carole also recommended that we work in a similar award for the Student Liaisons for this coming summer. The recommendation was that the Student Liaisons subcommittee heads this effort. Bill will provide Carole with the previous mentor/student award letters, and she will make an initial draft to provide to the Student Liaisons subcommittee, who will in turn, manage the process.

**Mentor and Liaison Training**

Carole reported that the first Mentor training session from STB-EPO will be held on Thursday, February 27 from 1:30 to 3:00 PM in the Physics Auditorium. Bill

will give a Mentor's Perspective presentation. Tracy R. will give the next one in March. Dave and Jerry will be involved with the Liaison meetings upcoming. Carole will send a note to [spac@lanl.gov](mailto:spac@lanl.gov) with the dates.

### **Summer Activities calendar**

Carole presented the current Summer Activities calendar, which details the plans to date for students beginning with the first Student Orientation on May 12 and culminating with the Student symposium on August 6 and 7. Dates to note for SPAC include the All Student meeting with SPAC (June 10 – 10 AM at Physics Auditorium), All Student meeting with Bill Press (June 19 – 1:30 PM at Physics Auditorium), All Student meeting with the Director (July 16 – 10 AM at Physics Auditorium).

She also proposed the idea of SPAC sponsoring All Student information sessions, that would include HR, OMBUDS, SA, SPAC and others. We had a brief discussion on this, and while we agreed that participating in the meetings, that the general consensus was that SA should be seen as the primary sponsor. Carole will work on a rough agenda, and we will plan to bring this up again at a meeting soon.

### **SPAC nominations memo**

Lonnie presented the current draft and received feedback on the memo. He will update the draft and will send it out to SPAC via the list serv. We will plan to take action on it within the next few weeks.

### **Student Workspace Issues**

Lonnie presented a draft memo that both he and Deborah Smith worked on, and got some feedback from the group. Margaret reported that the Diversity/Affirmative Action Board (D/AAB) is also working on this issue for all employees here at LANL. We had a good discussion about the merits of this effort in conjunction with the efforts of SPAC, and ultimately decided that we should proceed with our memo, but make the D/AAB aware of our efforts and position. Margaret will get with Danny to see if SPAC can have a brief amount of time to present this to the D/AAB. Lonnie will also update the draft, which we will look to finalize as an action for our next meeting.

### **SA update**

Shauna reported that the SA is still planning to fill the vacant Chair position and that a call for candidates has gone out. She will send out an announcement via email to have students attend an upcoming meeting in order to vote in a new chair. She also reported that she would be working on a subcommittee dealing with student breakfasts this summer.

Bill reminded that there is a need for SPAC members to attend SA meetings, which are currently held at 4 PM on Tuesdays. We will plan to rotate different

SPAC members through these meetings to share the responsibility and help all members to better understand the issues of SA.

**Next meeting March 11, 2003 at 8:30 AM at Canyon Complex, room168.**